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Human resources management

Amendments to the Staff Rules

Report of the Secretary-General

1. Staff Regulation 12.3 provides that the full text of provisional staff rules and amendments shall be reported annually to the General Assembly.

2. Unless otherwise indicated, the amendments contained in the present report will be effective from 1 January 2000.

3. A number of provisions of the Staff Rules have been simplified, as indicated below, by removing procedural aspects of the provisions, which are to be reflected in relevant administrative instructions to be issued subsequent to the promulgation of the Rules.

A. 100 series

4. Rule 103.14, Salary advances, is amended to update its provisions in view of the generalized practice of payment by direct deposit.

5. Rule 105.2, Special leave, is amended to delete the reference to "the biennium 1996-1997" in paragraph (c) of the rule.

6. Rule 106.3, Maternity leave, is amended to simplify the rule by deleting the proviso in paragraph (e), which postponed the crediting of annual leave until six months had passed after return from maternity leave.

7. Rule 107.19, Miscellaneous travel expenses, is amended to increase the minimum amount for which travel expenses must be supported by receipts for purposes of reimbursement from $6.00 to $20.00, and to adjust the text to current technology.

8. Rule 107.21, Excess baggage and unaccompanied shipments, is amended to correct an oversight and implement the Secretary-General's decision to apply an agreement of the Consultative Committee on Administrative Questions (CCAQ) recognizing an additional shipment entitlement of 50 kilograms, for staff members serving at duty stations designated by the International Civil Service Commission (ICSC), in connection with the birth or adoption of a child.

9. Rule 107.22, Insurance, is amended to simplify the rule.

10. Rule 109.4, Termination indemnity, is amended to delete the reference to "the biennium 1996-1997", in paragraph (d) of the rule.

11. Rule 109.5, Repatriation grant, is amended to simplify the rule.

12. Rule 109.10, Last day for pay purposes, is amended to simplify the application of the rule with respect to return travel.

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B. 200 series

13. New rules 201.1, 201.2 and 201.3 will implement for project personnel the provisions of Article I of the Staff Regulations, as amended by General Assembly resolution 52/252 of 8 September 1998.

14. The current rules 201.1, 201.2 and 201.4 are cancelled as they are replaced by new rules 201.1 and 201.2.

15. The current rule 201.3, Hours of work and official holidays, is renumbered 201.4.

16. Rule 207.19, Miscellaneous travel expenses, is amended to increase the minimum amount for which travel expenses must be supported by receipts for purposes of reimbursement from $6.00 to $20.00, and to adjust the text to current technology.

17. Rule 207.20, Excess baggage and unaccompanied shipments, is amended to correct an oversight and implement the Secretary-General's decision to apply a CCAQ agreement recognizing an additional shipment entitlement of 50 kilograms, for staff members serving at duty stations designated by ICSC, in connection with the birth or adoption of a child.

18. Rule 207.21, Insurance, is amended to simplify the rule.

19. Rule 209.6, Repatriation grant, is amended to simplify the rule.

20. Rule 209.8, Conditions governing payment of repatriation grant, is cancelled in the light of the amendment to rule 209.6.

21. Rule 209.11, Last day for pay purposes, is amended to simplify the application of the rule with respect to return travel.

C. 300 series

22. New rules 301.2, 301.3 and 301.4 will implement for staff appointed under the 300 series the provisions of Article I of the Staff Regulations, as amended by General Assembly resolution 52/252 of 8 September 1998.

23. The current rules 301.3, 301.4 and 301.5 are cancelled as they are replaced by new rules 301.2 and 301.3.

24. The current rule 301.2, Hours of work and official holidays, is renumbered 301.5.

25. Rule 307.4, Subsistence allowance, is amended to align the provision with rule 107.15 and to provide for reduction in cases where lodging or meals are provided free of charge by the United Nations, by a Government or by a related institution.

26. Rule 307.6, Excess baggage and unaccompanied shipments, is amended to align the rule with previous amendments to rules 107.21 and 207.20.

27. Rule 307.7, Insurance, is amended to align the rule with previous amendments to rules 107.22 and 207.21.

Annex

Text of amendments to the Staff Rules

A. 100 series

Chapter III
Salaries and related allowances

Rule 103.14
Salary advances

(a) Salary advances may be made to staff members under the following circumstances and conditions:

(i) Upon departure on extended official travel or on approved leave involving absence from duty for seventeen or more calendar days, including the end month pay day, for staff members who work at duty stations where salary payments are still paid by cheque rather than direct deposit, in the amount that would fall due for payment during the anticipated pay period(s) that will occur during the staff member's absence;

(ii) In cases where staff members have not received their regular pay cheque, through no fault of their own, in the amount due.

...

Chapter V
Annual and special leave

Rule 105.2
Special leave

...

(c) The Secretary-General may authorize special leave without pay for pension purposes to protect the pension benefits of staff who are within two years of achieving age 55 years and 25 years of contributory service, or who are over that age and within two years of 25 years of contributory service.

...

Chapter VI
Social security

Rule 106.3
Maternity leave

...

(e) Annual leave shall accrue during the period of maternity leave.

Chapter VII
Travel and removal expenses

Rule 107.19
Miscellaneous travel expenses

Necessary additional expenses incurred by a staff member in connection with the transaction of official business or in the performance of authorized travel shall be reimbursed by the United Nations after completion of travel, provided the necessity and nature of the expenses are satisfactorily explained and supported by proper receipts, which shall normally be required for any expenditures in excess of $20.00. Such expenses, for which advance authorization shall be obtained to the extent practicable, shall normally be limited to:

(i) Hire of local transportation other than that provided for under rule 107.13;

(ii) Telephone, telegraph, radio and cable messages of official business;

(iii) Transfer of authorized baggage by railway express or other appropriate agency;

(iv) Hire of room for official use;

(v) Stenographic or word-processing services or rental of equipment required for the preparation of official reports or correspondence;

(vi) Transportation or storage of baggage or property used on official business.

Rule 107.21
Excess baggage and unaccompanied shipments

"...

Additional shipment entitlements for international staff serving at designated duty stations

(k) Internationally recruited staff members serving at designated duty stations having difficult conditions of life and work shall be granted, under conditions established by the Secretary-General, the following special entitlements:

(i) An additional shipment entitlement once a year to the duty station by the most economical means of up to 50 kilograms, or 0.31 cubic metres, in respect of the staff member and each eligible family member for whom the Organization has paid travel costs to the duty station;

(ii) An additional 50-kilogram shipment entitlement in connection with the birth or adoption of a child.

Rule 107.22
Insurance

(a) Staff members shall not be reimbursed for the cost of personal accident insurance or of insurance of accompanied personal baggage. However, compensation may be paid, under arrangements in force under rule 106.5, in respect of loss or damage to such baggage determined to be directly attributable to the performance of official duties on behalf of the United Nations.

(b) In the case of shipments under rule 107.21, except on home leave, family visit or education grant travel, and of shipment and storage of personal effects and household goods under rule 107.27, insurance coverage will be provided by the Organization up to the maximum established by the Secretary-General.

(c) The United Nations shall not be responsible for loss of or damage to unaccompanied shipment.

Chapter IX
Separation from service

Rule 109.4
Termination indemnity

...

(d) Upon application of a staff member who is to be separated as a result of agreed termination of appointment or because of abolition of post or reduction in staff, and who is within two years of age 55 years and 25 years of contributory service in the United Nations Joint Staff Pension Fund, or who is over that age and within two years of 25 years of contributory service, the Secretary-General may place such staff member on special leave without pay for pension purposes pursuant to staff rule 105.2 (c), under conditions to be established by the Secretary-General. Such special leave shall commence from the date on which the separation would otherwise have taken effect for a period of up to two years, for the sole purpose of enabling the staff member to remain a participant in the United Nations Joint Staff Pension Fund during this period.

...

Rule 109.5
Repatriation grant

Purpose

(a) The purpose of repatriation grant provided by staff regulation 9.4 is to facilitate relocation of expatriate staff members to a country other than the country of the last duty station, provided they meet the conditions contained in annex IV to the Staff Regulations and in this rule.

Definitions

(b) The following definitions shall be used in ascertaining whether the conditions contained in annex IV to the Staff Regulations and this rule are met:

(i) "Country of nationality" shall mean the country of nationality recognized by the Secretary-General;

(ii) "Dependent child" shall mean a child recognized as dependent under rule 103.24(b) at the time of the staff member's separation from service;

(iii) "Home country" shall mean the country of home leave entitlement under rule 105.3 or such other country as the Secretary-General may determine;

(iv) "Obligation to repatriate" shall mean the obligation to return a staff member and his or her spouse and dependent children, upon separation, at the expense of the United Nations, to a place outside the country of the last duty station;

(v) "Qualifying service" shall mean one year or more of continuing service and residence away from the home country and the country of nationality of a staff member, or country where the staff member has acquired permanent resident status.

Eligibility

(c) Staff members who are internationally recruited shall be eligible for payment of the repatriation grant in accordance with annex IV to the Staff Regulations if they meet the following conditions:

(i) The Organization had the obligation to repatriate the staff member upon separation after qualifying service of one year or longer;

(ii) The staff member resided outside his or her country of nationality while serving at the last duty station;

(iii) The staff member has not been summarily dismissed or separated from service on grounds of abandonment of post.

(d) No repatriation grant shall be paid to:

(i) A staff member locally recruited under rule 104.6;

(ii) A staff member who has permanent resident status in the country of the duty station at the time of separation.

Evidence of relocation

(e) Payment of repatriation grant after separation of an eligible staff member shall require prior submission of documentary evidence satisfactory to the Secretary-General that the former staff member has relocated away from the country of the last duty station.

Amount and computation of the grant

(f) The amount of repatriation grant for eligible staff members shall be computed on the basis of annex IV to the Staff Regulations, and in accordance with terms and conditions established by the Secretary-General for determining the length of qualifying service for repatriation grant purposes.

(g) When both husband and wife are staff members and each is entitled to payment of a repatriation grant on separation from service, the amount of the grant paid to each shall be calculated in accordance with terms and conditions established by the Secretary-General.

Time limitation for submission of the claim

(h) Entitlement to repatriation grant shall cease if no claim has been submitted within two years after the effective date of separation. However, when both husband and wife are staff members and the spouse who separates first is entitled to repatriation grant, the claim for payment of the grant by that spouse shall be considered receivable if made within two years of the date of separation of the other spouse.

Payment in case of death of eligible staff member

(i) In the event of the death of an eligible staff member, no payment shall be made unless there is a surviving spouse or one or more dependent children whom the United Nations is obligated to repatriate. If there are one or more such survivors, payment shall be made under terms and conditions established by the Secretary-General.

Rule 109.10
Last day for pay purposes

...

(b) When an internationally recruited staff member has an entitlement to return travel under rule 107.1 (a) (vi), this shall not affect the determination of the last day for pay purposes in accordance with the provisions of paragraph (a) above. In the case of resignation, expiration of fixed-term appointment, termination or retirement, the staff member shall be paid, on separation, an additional amount for days of authorized travel estimated on the basis of uninterrupted travel by an approved route and mode from the duty station to the place of entitlement to return travel. Such amount shall be calculated as is done for commutation of accrued annual leave under staff rule 109.8.

B. 200 series

Chapter I
Duties, obligations and privileges

Rule 201.1
Status of project personnel

(a) The declaration made by project personnel on appointment shall be placed in their official status file. A new declaration shall be made after a break in service that exceeds three months.

(b) The declaration administered under regulation 1.1 (b) shall not prevent the close collaboration of project personnel with a Government pursuant to an agreement between that Government and the United Nations.

Rule 201.2
Basic rights and obligations of project personnel

General

(a) Disciplinary procedures set out in article X of the Staff Regulations and chapter X of the Staff Rules may be instituted against project personnel who fail to comply with their obligations and the standards of conduct set out in the Charter of the United Nations, the Staff Regulations and Rules, the Financial Regulations and Rules and all administrative issuances.

(b) Project personnel shall follow the directions and instructions properly issued by the Secretary-General and their supervisors.

(c) Project personnel must comply with local laws and honour their private legal obligations, including, but not limited to, the obligation to honour orders of competent courts.

Specific instances of prohibited conduct

(d) Any form of discrimination or harassment, including sexual or gender harassment, as well as physical or verbal abuse at the workplace or in connection with work, is prohibited.

(e) Project personnel shall not disrupt or otherwise interfere with any meeting or other official activity of the Organization, nor shall they threaten, intimidate or otherwise engage in any conduct intended, directly or indirectly, to interfere with the ability of other project personnel or staff members to discharge their official duties.

(f) Project personnel shall not intentionally misrepresent their functions, official title or the nature of their duties to Member States or to any entities or persons external to the United Nations.

(g) Project personnel shall not intentionally alter, destroy, misplace or render useless any official document, record or file entrusted to them by virtue of their functions, which document, record or file is intended to be kept as part of the records of the Organization.

(h) Project personnel shall not seek to influence Member States, principal or subsidiary organs of the United Nations or expert groups in order to obtain a change from a position or decision taken by the Secretary-General, including decisions relating to the financing of Secretariat programmes or units, or in order to secure support for improving their personal situation or the personal situation of other project personnel or staff members, or for blocking or reversing unfavourable decisions regarding their status or their colleagues' status.

(i) Project personnel shall neither offer nor promise any favour, gift, remuneration or any other personal benefit to another staff member or to any third party with a view to causing him or her to perform, fail to perform or delay the performance of any official act. Similarly, project personnel shall neither seek nor accept any favour, gift, remuneration or any other personal benefit from another project personnel or staff member or from any third party in exchange for performing, failing to perform or delaying the performance of any official act.

Honours, gifts or remuneration

(j) Acceptance by project personnel of any honour, decoration, favour, gift or remuneration from non-governmental sources requires the prior approval of the Secretary-General. Approval shall be granted only in exceptional cases and where such acceptance is not incompatible with the interests of the Organization and with the project personnel's status as international civil servants. However, project personnel may occasionally accept, without prior approval, minor gifts of essentially nominal value having regard to the duty station concerned, provided that all such gifts are promptly disclosed to the head of the office, who may direct that the gift be entrusted to the Organization or returned to the donor.

(k) The Secretary-General may authorize project personnel to accept from a non-governmental source or a university academic awards, distinctions and tokens of a commemorative or honorary character, such as scrolls, certificates, trophies or other items of essentially nominal monetary value.

(l) Project personnel, as part of their official functions, will be expected from time to time to attend governmental or other functions, such as meals and diplomatic receptions. Such attendance is not considered receipt of a favour, gift or remuneration within the meaning of the Staff Regulations and Rules.

(m) The Secretary-General may, in exceptional cases, provided that this is in the interest of the United Nations and not incompatible with the project personnel's status, authorize them to receive from a non-governmental source an honour, decoration, favour, gift or remuneration other than those referred to in Staff Rules 201.2 (j) to (l) above.

Conflict of interest

(n) Project personnel who have occasion to deal in their official capacity with any matter involving a profit-making business or other concern in which they hold a financial interest, directly or indirectly, shall disclose the measure of that interest to the Secretary-General and, except as otherwise authorized by the Secretary-General, either dispose of that financial interest or formally excuse themselves from participating with regard to any involvement in that matter which gives rise to the conflict of interest situation.

(o) The Secretary-General shall establish procedures for the filing and utilization of financial disclosure statements.

Outside activities

(p) Project personnel shall not, except in the normal course of official duties or with the prior approval of the Secretary-General, engage in any of the following acts, if such act relates to the purpose, activities or interests of the United Nations:

(i) Issue statements to the press, radio or other agencies of public information;

(ii) Accept speaking engagements;

(iii) Take part in film, theatre, radio or television productions;

(iv) Submit articles, books or other material for publication.

(q) Membership in a political party is permitted, provided that such membership does not entail action, or an obligation to take action, by the project personnel contrary to staff regulation 1.2 (h). The payment of normal financial contributions to a political party shall not be construed as an activity inconsistent with the principles set out in staff regulation 1.2 (h).

(r) The Secretary-General shall establish procedures whereby project personnel may seek in confidence clarification as to whether proposed outside activities would conflict with their status as international civil servants.

Travel and per diem for outside activities

(s) Project personnel who are authorized by the Secretary-General to participate in activities organized by a Government, intergovernmental organization, non-governmental organization or other private source, may receive from the Government, intergovernmental organization, non-governmental organization or private source, accommodation and travel and subsistence allowance generally in line with those payable by the United Nations. In such cases, the travel subsistence allowance that may otherwise be payable by the United Nations shall be reduced as envisaged by rules 207.16 (a) and 203.9 (f).

Rule 201.3
Performance of project personnel

(a) The performance of project personnel shall be evaluated to assess their efficiency, competence and integrity and to ensure their compliance with the standards set out in the Staff Regulations and Rules for purposes of accountability.

(b) Performance reports shall be prepared in accordance with procedures established by the Secretary-General.

Rule 201.4
Hours of work and official holidays

(a) Project personnel shall observe the working hours established for the duty station, or established by the senior officer in the field in consultation with representatives of other international organizations in the area.

(b) The number of official holidays shall be ten days in each year, including those mandated by the General Assembly, which shall be observed at all duty stations and

in the field. When an official holiday falls on a non-working day, the preceding or following working day which is closest to the holiday shall be observed as an official holiday.

(c) The official holidays not mandated by the General Assembly shall be determined by the Secretary-General at Headquarters, by the head of office at other duty stations, or by the senior officer in the field in consultation with representatives of other international organizations in the area.

Chapter VII
Travel and removal expenses

Rule 207.19
Miscellaneous travel expenses

Necessary additional expenses incurred by project personnel in connection with the transaction of official business while in the performance of authorized travel shall be reimbursed by the United Nations after completion of travel, provided the necessity and nature of the expenses are satisfactorily explained and supported by proper receipts, which shall normally be required for any expenditures in excess of $20.00. Such expenses, for which advance authorization shall be obtained to the extent practicable, shall normally be limited to:

(i) Hire of local transportation other than that provided for under rule 207.15;

(ii) Telephone, telegraph, radio and cable messages of official business;

(iii) Transfer of authorized baggage by railway express or other appropriate agency;

(iv) Hire of room for official use;

(v) Stenographic or word-processing services or rental of equipment required for the preparation of official reports or correspondence;

(vi) Transportation or storage of baggage or property used on official business;

(vii) Passport and visa costs.

Rule 207.20
Excess baggage and unaccompanied shipments

"...

Additional entitlements for project personnel serving at designated duty stations

(k) Project personnel serving at designated duty stations having difficult conditions of life and work shall be granted, under conditions established by the Secretary-General, the following special entitlements:

(i) An additional shipment entitlement once a year to the duty station by the most economical means of up to 50 kilograms, or 0.31 cubic metres, in respect of the staff member and each eligible family member for whom the Organization has paid travel costs to the duty station;

(ii) An additional 50-kilogram shipment entitlement in connection with the birth or adoption of a child.

..."

Rule 207.21
Insurance

(a) Project personnel shall not be reimbursed for the cost of personal accident insurance or of insurance of accompanied personal baggage. However, compensation may be paid, under arrangements in force under rule 206.6, in respect of loss of or damage to such baggage determined to be directly attributable to the performance of official duties on behalf of the United Nations.

(b) In the case of personal effects and household goods shipped under rule 207.20, except on home leave or family visit or education grant travel, insurance coverage will be provided by the Organization up to the maxima established by the Secretary-General.

(c) The United Nations will not be responsible for loss of or damage to an unaccompanied shipment.

Chapter IX
Separation from service

Rule 209.6
Repatriation grant

Purpose

(a) The purpose of the repatriation grant provided by staff regulation 9.4 is to facilitate relocation of expatriate project personnel in a country other than the country of the last duty station, provided they meet the conditions contained in annex IV to the Staff Regulations and in this rule.

Definitions

(b) The following definitions shall be used in ascertaining whether the conditions contained in annex IV to the Staff Regulations and this rule are met:

(i) "Country of nationality" shall mean the country of nationality recognized by the Secretary-General;

(ii) "Dependent child" shall mean a child recognized as dependent under rule 203.7 (b) (ii) at the time of the individual's separation from service;

(iii) "Home country" shall mean the country of home leave entitlement under rule 205.2 or such other country as the Secretary-General may determine;

(iv) "Obligation to repatriate" shall mean the obligation to return project personnel and their eligible family members, upon separation, at the expense of the United Nations, to a place outside the country of the last duty station;

(v) "Qualifying service" shall mean one year or more of continuing service and residence away from the home country and the country of nationality of the individual project personnel, or country where the individual project personnel has acquired permanent resident status.

Eligibility

(c) Project personnel shall be eligible for payment of the repatriation grant in accordance with annex IV to the Staff Regulations if they meet all the following conditions:

(i) The Organization had the obligation to repatriate them upon separation after qualifying service of one year or longer;

(ii) They resided outside their country of nationality while serving at the last duty station;

(iii) They have not been summarily dismissed or separated from service on grounds of abandonment of post.

(d) No repatriation grant shall be paid to project personnel who have permanent resident status in the country of the duty station at the time of separation from service.

Evidence of relocation

(e) Payment of repatriation grant after separation of eligible project personnel shall require prior submission of documentary evidence satisfactory to the Secretary-General that the former project personnel have relocated away from the country of the last duty station.

Amount and computation of the grant

(f) The amount of repatriation grant for eligible project personnel shall be computed on the basis of annex IV to the Staff Regulations, and in accordance with terms and conditions established by the Secretary-General for determining the length of qualifying service for repatriation grant purposes.

(g) When both husband and wife are employed by the Organization and each is entitled to payment of a repatriation grant on separation from service, the amount of the grant paid to each shall be calculated in accordance with terms and conditions established by the Secretary-General.

Time limitation for submission of the claim

(h) Entitlement to repatriation grant shall cease if no claim has been submitted within two years after the effective date of separation. However, when both husband and wife are employed by the Organization and the spouse who separates first is entitled to repatriation grant, the claim for payment of the grant by that spouse shall be considered receivable if made within two years of the date of separation of the other spouse.

Payment in case of death of eligible project personnel

(i) In the event of the death of eligible project personnel, no payment shall be made unless there is a surviving spouse or one or more dependent children whom the United Nations is obligated to repatriate. If there are one or more such survivors, payment shall be made under terms and conditions established by the Secretary-General.

Rule 209.8
Conditions governing payment of repatriation grant

(Cancelled)

Rule 209.11
Last day for pay purposes

...

(b) When project personnel have an entitlement to return travel under rule 207.1 (v), this shall not affect the determination of the last day for pay purposes in accordance with the provisions of paragraph (a) above. In the case of resignation, expiration of fixed-term appointment, termination or retirement, project personnel shall be paid, on separation, an additional amount for days of authorized travel estimated on the basis of uninterrupted travel by an approved route and mode from the duty station to the place of entitlement to return travel. Such amount shall be calculated as is done for commutation of accrued annual leave under rule 209.9.

C. 300 series

Rule 301.2
Status of staff

The declaration made by a staff member on appointment shall be placed in his or her official status file. A new declaration shall be made after a break in service that exceeds three months.

Rule 301.3
Basic rights and obligations of staff

General

(a) Disciplinary procedures set out in article X of the Staff Regulations and rule 310.1 may be instituted against a staff member who fails to comply with his or her obligations and the standards of conduct set out in the Charter of the United Nations, the Staff Regulations and Rules, the Financial Regulations and Rules and all administrative issuances.

(b) Staff members shall follow the directions and instructions properly issued by the Secretary-General and their supervisors.

(c) Staff members must comply with local laws and honour their private legal obligations, including, but not limited to, the obligation to honour orders of competent courts.

Specific instances of prohibited conduct

(d) Any form of discrimination or harassment, including sexual or gender harassment, as well as physical or verbal abuse at the workplace or in connection with work, is prohibited.

(e) Staff members shall not disrupt or otherwise interfere with any meeting or other official activity of the Organization, nor shall staff members threaten, intimidate or otherwise engage in any conduct intended, directly or indirectly, to interfere with the ability of other staff members to discharge their official duties.

(f) Staff members shall not intentionally misrepresent their functions, official title or the nature of their duties to Member States or to any entities or persons external to the United Nations.

(g) Staff members shall not intentionally alter, destroy, misplace or render useless any official document, record or file entrusted to them by virtue of their functions, which document, record or file is intended to be kept as part of the records of the Organization.

(h) Staff members shall not seek to influence Member States, principal or subsidiary organs of the United Nations or expert groups in order to obtain a change from a position or decision taken by the Secretary-General, including decisions relating to the financing of Secretariat programmes or units, or in order to secure support for improving their personal situation or the personal situation of other staff members, or for blocking or reversing unfavourable decisions regarding their status or their colleagues' status.

(i) Staff members shall neither offer nor promise any favour, gift, remuneration or any other personal benefit to another staff member or to any third party with a view to causing him or her to perform, fail to perform or delay the performance of any official act. Similarly, staff members shall neither seek nor accept any favour, gift, remuneration or any other personal benefit from another staff member or from any third party in exchange for performing, failing to perform or delaying the performance of any official act.

Honours, gifts or remuneration

(j) Acceptance by staff members of any honour, decoration, favour, gift or remuneration from non-governmental sources requires the prior approval of the Secretary-General. Approval shall be granted only in exceptional cases and where such acceptance is not incompatible with the interests of the Organization and with the staff member's status as an international civil servant. However, staff members may occasionally accept, without prior approval, minor gifts of essentially nominal value having regard to the duty station concerned, provided that all such gifts are promptly disclosed to the head of the office, who may direct that the gift be entrusted to the Organization or returned to the donor.

(k) The Secretary-General may authorize staff members to accept from a non-governmental source or a university academic awards, distinctions and tokens of a commemorative or honorary character, such as scrolls, certificates, trophies or other items of essentially nominal monetary value.

(l) Staff members, as part of their official functions, will be expected from time to time to attend governmental or other functions, such as meals and diplomatic receptions. Such attendance is not considered receipt of a favour, gift or remuneration within the meaning of the Staff Regulations and Rules.

(m) The Secretary-General may, in exceptional cases, provided that this is in the interest of the United Nations and not incompatible with the staff member's status, authorize a staff member to receive from a non-governmental source an honour, decoration, favour, gift or remuneration other than those referred to in staff rules 301.3 (j) to (l) above.

Conflict of interest

(n) A staff member who has occasion to deal, in his or her official capacity, with any matter involving a profit-making, business or other concern in which he or she holds a financial interest, directly or indirectly, shall disclose the measure of that interest to the Secretary-General and, except as otherwise authorized by the Secretary-General, either dispose of that financial interest or formally excuse himself or herself from participating with regard to any involvement in that matter which gives rise to the conflict of interest situation.

(o) The Secretary-General shall establish procedures for the filing and utilization of financial disclosure statements.

Outside activities

(p) Staff members shall not, except in the normal course of official duties or with the prior approval of the Secretary-General, engage in any of the following acts, if such act relates to the purpose, activities or interests of the United Nations:

(i) Issue statements to the press, radio or other agencies of public information;

(ii) Accept speaking engagements;

(iii) Take part in film, theatre, radio or television productions;

(iv) Submit articles, books or other material for publication.

(q) Membership in a political party is permitted, provided that such membership does not entail action, or an obligation to take action, by the staff member contrary to staff regulation 1.2 (h). The payment of normal financial contributions to a political party shall not be construed as an activity inconsistent with the principles set out in staff regulation 1.2 (h).

(r) The Secretary-General shall establish procedures whereby staff may seek in confidence clarification as to whether proposed outside activities would conflict with their status as international civil servants.

Travel and per diem for outside activities

(s) Staff members who are authorized by the Secretary-General to participate in activities organized by a Government, intergovernmental organization, non-governmental organization or other private source, may receive from the Government, intergovernmental organization, non-governmental organization or private source, accommodation and travel and subsistence allowance generally in line with those payable by the United Nations. In such cases, the travel subsistence allowance that may otherwise be payable by the United Nations shall be reduced as envisaged by rule 307.4 (a).

Rule 301.4
Performance of staff

(a) The performance of staff members shall be evaluated to assess their efficiency, competence and integrity and to ensure their compliance with the standards set out in the Staff Regulations and Rules for purposes of accountability.

(b) Performance reports shall be prepared regularly in accordance with procedures established by the Secretary-General.

Rule 301.5
Hours of work and official holidays

(a) The Secretary-General shall set the normal number of working hours per week for each duty station. Exceptions may be made by the Secretary-General as the needs of the service may require. A staff member shall be required to work beyond the normal tour of duty whenever requested to do so.

(b) The number of official holidays at each duty station shall be ten days in each year, including those official holidays mandated by the General Assembly, which shall be observed at all duty stations. The Secretary-General shall set for each duty station the official holidays not mandated by the General Assembly and notify the staff accordingly.

Rule 307.4
Subsistence allowance

"(a) A staff member appointed under these rules who is authorized to travel at United Nations expense shall receive an appropriate subsistence allowance in accordance with a schedule established from time to time. The rates of subsistence allowance shall be subject to reduction in cases where lodging or meals are provided free of charge by the United Nations, by a Government or by a related institution.

..."

Rule 307.6
Excess baggage and unaccompanied shipments

(a) For the purposes of these rules "excess baggage" shall mean baggage in excess of the weight or volume carried without extra charge by transportation companies.

(b) Staff members travelling by air shall be entitled to reimbursement of the cost of excess baggage to the extent of the difference between their free baggage allowance and the free baggage allowance in first class air travel, subject to conditions established by the Secretary-General.

(c) When a staff member appointed under these rules travels at United Nations expense, the Secretary-General may authorize the shipment of personal effects by the most economical means, up to a maximum of 100 kg. (220 lbs.) or 0.6 cubic metres (22 cubic feet), including the weight or volume of packing but excluding crating and lift vans. Where surface shipment is the most economical means of transportation, surface shipment shall normally be authorized.

Rule 307.7
Insurance

(a) Staff members shall not be reimbursed for the cost of personal accident insurance or of insurance of accompanied personal baggage. However, compensation may be paid, under arrangements in force under rule 306.5, in respect of loss of or damage to accompanied personal baggage directly attributable to the performance of official duties on behalf of the United Nations.

(b) When a shipment under staff rule 307.6 (c) is authorized, insurance coverage shall be provided by the Organization up to the maximum amount established by the Secretary-General.